

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: MAY 1, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
THOMAS
LOEB
WESTCOTT
MASON

OTHERS PRESENT:

JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
ROSS DUBARRY, AIRPORT MANAGER
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS FRASIER
MERLINO
TAYLOR
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
JULIE PACYNA, PURCHASING AGENT
MICHAEL NEEDHAM, SECURITY CONSULTANT FOR NEEDHAM RISK MANAGEMENT
RESOURCE GROUP, LLC
JOHN STROUGH, COUNCILMAN, 3RD WARD, TOWN OF QUEENSBURY
HARRISON FREER, WARREN COUNTY RESIDENT
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Girard called the meeting of the County Facilities Committee to order at 11:11 a.m.

Motion was made by Mr. Mason, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Ross Dubarry, Airport Manager, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the agenda review, Mr. Dubarry requested a transfer of funds in the amount of \$25,762.03 from Code A.892.00, Reserve, Airport Repair & Projects to Capital Project No. H326.9550 280, Aircraft Rescue and Firefighting Facility (ARFF) Expansion, in order to cover the additional project costs incurred by re-bidding of the project in October of 2011.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes. (Subsequent to the meeting it was determined that the transfer of funds was not necessary.)*

Mr. Dubarry presented a request to increase Capital Project No. H326.9550 280, Aircraft Rescue and Firefighting Facility (ARFF) Expansion Project, in the amount of \$25,762.03 to cover additional project costs necessitated by re-bidding of the project in October of 2011 with a few small change orders. He explained that the Federal Aviation Administration (FAA) grant application was required to be based on the actual bids received and due to a delay in legislation allowing the award of the grants, the original bids received had expired. He stated the project was re-bid in October and the lowest bid received was \$23,059 higher than the original bids. He said the FAA had verbally agreed to reimburse the County for 95% of the additional costs resulting from the re-bid and the County's local match requirement would be approximately \$644. A brief discussion ensued.

Motion was made by Mr. Thomas, seconded by Mr. Loeb and carried unanimously to approve the request to increase the Capital Project as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mr. Dubarry requested authorization for the Chairman of the Board to sign a SEQRA (State Environmental Quality Review Act) SEAF (Short Environmental Assessment Form) for the installation of the taxiway edge lighting to service the new T-hangars currently under construction. He explained the T-hangars were a private development and the exiting taxiway had an "S" curve. He said the edge lighting would greatly improve the safety of the pilots who utilized the taxiway. He noted the environmental impact was minimal and the SEQRA SEAF had been reviewed by the County Attorney who indicated there were no issues.

Motion was made by Mr. Loeb, seconded by Mr. Thomas and carried unanimously to approve the request as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 18, 2012 Board meeting.*

Mr. Dubarry informed he would postpone sending two employees to the ASOS (Airport Safety and Operations Specialist) Training, which had been approved at a previous Committee meeting. He explained that one employee was expecting a child around the time of the training and the other employee had advised that he planned to retire within the next two years.

Mr. Dubarry stated issues with grass landings at the Airport had been brought to his attention recently. He explained that historically, aircrafts had been able to practice takeoffs and landings in the grass area adjacent to Runway 1-19; however, he continued, a prohibition had been placed on the grass landings a couple of years prior. He informed that many of the pilots had indicated their desire to re-establish the activity. He said he was completing some preliminary research and would return to the Committee in the near future with a proposal to authorize grass landings at the Airport.

This concluded the Airport portion of the Committee meeting, Mr. Dubarry exited the meeting and the Buildings & Grounds portion of the meeting commenced at 11:18 a.m.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Commencing the agenda review, Mr. Morehouse requested to amend Resolution No. 169 of 2012 to extend the lease agreement with Perkins Recycling Corporation for an additional term commencing April 1, 2012 and terminating April 3, 2012. He noted that Perkins had not vacated the building until April 3, 2012, necessitating a short extension of the lease for billing purposes.

Motion was made by Mr. Loeb, seconded by Mr. Mason and carried unanimously to extend the lease with Perkins Recycling Corporation as outlined. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 18, 2012 Board meeting.*

Continuing, Mr. Morehouse informed that he had begun updating the emergency lighting at the Human Services Building (HSB) by installing 26 lighting fixtures with battery back-up in the stairways at a cost of \$38 per light for a total of \$988. He said additional lighting was necessary in case of a generator failure and he suggested the purchase of 86 night light fixtures which could be converted to emergency lighting at a cost of \$38 per light for a total of \$3,268. He said the conversion of the night lights to emergency lights would eliminate some dark areas in the corridors.

Pertaining to exit lights with a battery back-up, Mr. Morehouse suggested the purchase of 71 exit lights and presented the following options for which he displayed samples:

- battery back-up exit lights with side lights at a cost of \$36.50 each for a total of \$2,591.50;
- battery back-up exit lights which matched the existing lights at a cost of \$91 each for a total of \$6,461; or
- battery back-up exit lights made of plastic at a cost of \$19.50 each for a total of \$1,384.50.

Mr. Morehouse recommended the purchase of the 71 battery back-up exit lights with side lights (cost of \$2,591.50) as these fixtures offered additional lighting in the hallways and could reduce the number of night lights needed. He noted the cost of the lighting fixtures had not been budgeted and a source of funding would need to be determined. Mr. Loeb pointed out that the exit lights were lit continuously and he asked how the side lights were activated. Mr. Morehouse responded there was a battery back-up in the fixtures and a loss of power would cause the lights to turn on. He added that in the event of a power failure, the exit lights and the side lights would be powered by the battery back-up which were rated for one and a half hours of emergency lighting. A brief discussion ensued.

Motion was made by Mr. Loeb and seconded by Mr. Mason to approve the purchase of 86 night light fixtures which could be converted to emergency lighting at a total cost of \$3,268 and 71 battery back-up exit lights with side lights at a total cost of \$2,591.50 and to refer same to the Finance Committee to determine a source of funding.

Mr. Thomas asked how many of the 86 night light fixtures could be eliminated by the purchase of the exit signs with side lights. Mr. Morehouse replied that testing with a light meter would be necessary to determine the number of lights necessary for adequate lighting. He suggested that every other night light be converted to the emergency lighting and then a test be performed to determine if additional lighting was needed.

Mr. Loeb amended his motion to approve the purchase of up to 86 night light fixtures which could be converted to emergency lighting and 71 battery back-up exit lights with side lights in an amount not to exceed \$5,859.50, with the understanding that testing be completed and only the necessary number of lighting fixtures be purchased. Mr. Thomas amended his second to the motion and Mr. Girard called the question and the motion was carried unanimously to approve the request as outlined above and to forward same to the Finance Committee.

Mr. Girard said the next item on the agenda pertained to the Emergency Action Plan for the Municipal Center Building. He added that Amy Clute, Self-Insurance Administrator, and Michael Needham, Safety Consultant for Needham Risk Management Resource Group, LLC, would provide a presentation. Mr. Needham reminded the Committee that Needham Risk Management Resource Group, LLC had been working for the last few years on the Emergency Action Plans for the HSB and the Municipal Center. He said that Emergency Action Plans had been drafted and adopted and addressed a number of different emergency scenarios for both buildings. He added that employees had received training and fire marshals had been identified for each building. He commented that several drills had been conducted for lock down and duck and cover scenarios.

Mr. Needham provided a Power Point Presentation entitled "Warren County Municipal Center Security Proposal", which included the following information:

- the Municipal Center currently had 9 doors which offered access and egress to the public, making evacuation for fire drills more complex and impacting the physical security of the building;

- ▶ fire marshals monitored the doors during an emergency or a drill to ensure employees and members of the public did not continue to enter the building; and
- ▶ Warren County employees had documented 19 workplace violence incidents in 2010 through 2011.

Mr. Needham offered the following recommendations as part of the Security Proposal:

- ▶ to reduce the number of public access points from 9 to 5 by switching 4 doors to employee entrances accessible by key fobs as follows: Entryway Nos. 02 (Real Property Tax Services); 07 (across from Tourism); 08 (across from the Supreme Court Library); and 15 (Mail Room Delivery Door). The cost to switch the 4 doors to employee only entrances using the key fob system was estimated to be \$6,300 for materials such as proximity readers, strikes, a controller box, a cabinet and a transformer; and
- ▶ to install a push button handicapped access door at the DMV (Department of Motor Vehicles) at a cost of \$2,445.

A copy of the Power Point Presentation is on file with the minutes.

Mr. Morehouse explained the current software package for the key fob system would allow for three additional entry points and only two additional entry points would be required to implement the proposal. He continued by saying that in order to convert Entryway No. 15 (Mail Room Delivery Door) a switch and transformer were required to boost the signal. He commented the proximity reader for each door was approximately \$182, a strike was approximately \$250 and the remainder of the cost was attributed to the switch and the transformer. He mentioned the \$6,300 estimated was the cost of converting three entry points, but he believed it would only be necessary to convert two entry points.

Mr. Westcott asked the length of time that the Municipal Center had 9 public entryways and Mr. Morehouse replied since the building was constructed in 1962. Mr. Westcott opined there had been 9 public entryways for the last 50 years without incident. Mr. Morehouse responded that although they had not pertained to the entryways, there had been incidents involving members of the public displaying anger towards County employees and he pointed out there were two incidents in the Municipal Center in the last year.

Mr. Needham expressed the recommendations would not only improve the physical security of the building but would also improve life safety measures by ensuring a limited number of access points through which the public could re-enter the building during an emergency. Paul Dusek, County Administrator, commented that the Municipal Center had always been an open facility but there had been many occasions throughout the County where an "active shooter" had terrorized a public facility and during such an incident it was important for law enforcement to be informed of the public entry points for the building. He noted the HSB had security guards and a magnetometer to ensure the security of the public and employees. He added the Legal Aid and Court sections of the Municipal Center also had magnetometers. He commented that of the 5 entrances which would remain open to the public, the 4 entrances which did not have a magnetometers were highly visible and high traffic areas.

Mr. Girard inquired as to the cost of implementing the suggestions and Mr. Morehouse replied it would cost approximately \$6,300 to convert the 4 entrances to the employee key fob system, approximately \$2,445 to install a push button handicapped access door at the DMV, and approximately \$2,800 to install the push button door handles on the 20 lock down rooms as part of the Emergency Action Plan. He added the total approximate cost was \$11,545. Mr. Loeb stated he agreed it would be more effective for the fire marshals if some of the entryways were converted

to the employee key fob system but he opined the conversion would do little to increase the security of the building.

Mr. Thomas stated there would be an issue with Entryway No. 02 (Real Property Tax Services) as it was utilized often by members of the public. Mr. Mason questioned the need to secure the building and said if it was necessary then each entrance should be secured. He opined there was no difference between 4 unsecured entrances and 8 unsecured entrances. Mr. Needham reiterated that the recommendation was based more on life safety measures than on security; however, he pointed out that limiting the number of access points to the building did make it easier to see people coming and going from the building.

Following further discussion on the matter, motion was made by Mr. Loeb and seconded by Mr. Thomas to implement the Warren County Municipal Center Security Proposal as outlined above.

Mr. Thomas asked if the motion included the \$2,445 to install a push button handicapped access door at the DMV and Mr. Girard replied affirmatively. Mr. Westcott suggested the push button handicapped access door was a separate issue from the security of the building and should be presented to the Board as such. Mr. Thomas asked if there had been any complaints pertaining to the lack of a push button handicapped access door at the DMV entrance and Mr. Dusek replied the issue had been brought to his attention by a member of the Board who had requested the issue be discussed in the County Facilities Committee and he admitted this was not part of the Emergency Action Plan. Mr. Loeb stated if any deletions or modifications were made it should be completed prior to sending the matter to the full Board meeting. Mr. Girard expressed the motion could be amended to delete the \$2,800 to install the push button door handles on the 20 lock down rooms and Jeffery Tennyson, Superintendent of the DPW, commented these door handles were necessary for the Lock Down Procedure of the Emergency Action Plan approved at a previous Board meeting.

Mr. Mason apprised the \$6,300 to convert the 4 entrances to the employee key fob system was the portion he did not fully understand. He said he liked the idea in concept but felt it needed to be discussed further. Mr. Dusek stated that based on past discussions he did not feel the County was ready to install magnetometers at key locations in order to fully secure the building. He said that decreasing the number of public entryways did not fully secure the building but was a step in the right direction.

Discussion ensued.

Mr. Thomas opined the push button handicapped access door at the DMV could be delayed until next year and could be added to the 2013 County Budget. Mr. Girard clarified that they were discussing deleting the \$2,445 to purchase a push button handicapped access door for the DMV entrance. Mr. Morehouse noted that would leave the \$6,300 to convert the 4 entrances to the employee key fob system and the \$2,800 to install the push button door handles on the 20 lock down rooms as part of the Emergency Action Plan.

Mr. Needham expressed that the Security Proposal would enhance the life safety measures as they related to the Emergency Action Plan pertaining to fires and other emergencies and the County's ability to manage them. He noted it also assisted the lock down procedures and the means of identifying problems and notifying people within the building. Mr. Tennyson asked if the Sheriff's Department had reviewed the Proposal and if they felt it would enhance their response time. Mr. Needham replied that Sheriff York had been involved in the review procedure and the Sheriff's Department was aware of the Security Proposal. Mr. Westcott asked if Sheriff York endorsed the

Security Proposal and Ms. Clute replied that Sheriff York participated in the Lock Down Drills at the HSB and would participate in those drills when they commenced for the Municipal Center. She added that the Board of Supervisors would receive training at 9:00 a.m. on May 18, 2012 prior to the Board meeting.

Following further discussion of the matter, Mr. Girard called for a roll call vote on the motion to implement the Warren County Municipal Center Security Proposal as outlined above and the motion failed with Messrs. Loeb, Westcott and Mason voting in opposition.

Mr. Girard asked Mr. Needham what the next step would involve and Mr. Needham replied it would be prudent to re-evaluate the Security Proposal and present it at a future meeting. Mr. Girard asked if there was a timetable to adhere to and Mr. Needham responded that they wanted to commence the project within the next couple of months.

Mr. Tennyson suggested a joint meeting of the County Facilities and Public Safety Committees in order to discuss the matter further with Sheriff York and Brian LaFlure, Fire Coordinator/Director of the Office of Emergency Services, in order to receive the opinion of professionals pertaining to the Emergency Action Plan and the Security Proposal. Mr. Westcott asked that the entryways on the diagram be labeled in order to make their locations more clear.

Continuing the agenda review, Mr. Morehouse stated he had received a proposal from Clark Patterson Lee pertaining to a generator study for the HSB. He said he believed it was the desire of the Board to delay upgrading the generator until the 2013 County Budget was adopted. Mr. Tennyson explained that the current generator at the HSB had become an issue last year and he noted the Board had decided to delay the expense of the generator study due to a lack of funding to purchase a new generator. He said he had requested Clark Patterson Lee to update their proposal for a feasibility study for upgrading the generator at the HSB in order to review different options. He commented that the implementation of the recommendations would be approximately \$150,000 or more. He apprised that if the Committee did not feel it was possible to purchase a new generator at this time, then he would recommend delaying the generator study as well. Mr. Girard advised the expense of an upgraded generator had been deleted during the construction of the HSB due to a decline in the economy. He added the current generator met the code requirements for the building but there had been incidents in which the generator had failed.

Mr. Dusek stated that power outages in Upstate New York were a common occurrence and when there was a power outage in combination with a generator failure in the HSB, there was no other choice but to close the building and send the employees home. He pointed out there were approximately 170 employees at the HSB and sending them home resulted in a loss of productivity. He commented that the safety issues pertaining to power outages would be addressed with the aforementioned emergency lighting and the Committee would need to decide if the generator issue should be addressed now or in the next budget cycle. Mr. Westcott inquired as to the cost to the County related to sending home 170 employees and Mr. Tennyson used an hourly salary of \$20 per hour for 200 employees to estimate the expense for one full day at \$32,000. Mr. Loeb pointed out that closing the HSB would also result in the public's inability to receive services. He gave the example of a person applying for Food Stamps and commented that a person in that situation would not be able to wait another day for assistance due to a power outage. Mr. Mason stated the County could not afford the expenditure at this time and suggested delaying until the 2013 budget cycle.

Mr. Westcott exited the meeting at 12:28 a.m.

Following a brief discussion, it was the consensus of the Committee to delay the purchase of a new generator for the HSB until next year and to budget for the expense in the 2013 County Budget.

Mr. Morehouse requested a new contract with D & E Technologies, Inc. for HVAC (heating, ventilation and air conditioning) repairs, rehabilitation and installation at County facilities for a term commencing upon execution of the contract and terminating on December 31, 2012 with an option to renew for up to an additional two years. He noted the contract would only be utilized in the event that the repairs could not be completed by County employees. Mr. Tennyson stated the contract had been the result of an RFP (Request for Proposal) and merely provided standby services in the event the technical knowledge necessary was beyond the scope of County labor. He noted there was no dollar amount associated with the contract and if the contractor was utilized the funds would be allocated from existing budget codes for repairs of the building in question.

Motion was made by Mr. Mason, seconded by Mr. Thomas and carried unanimously to authorize a new contract with D & E Technologies, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the May 18, 2012 Board meeting.*

Pertaining to the pending items, Mr. Dusek said he would provide a report on the former Ceiba Geigy property. He reported there was a small company who had indicated interest in leasing one-half of the building. He added the County had advertised the availability of the property for lease at approximately \$8,000 per month and this company had offered \$4,000 a month to lease one-half of the building for a five year period. He apprised that the problem was that this was a recycling company and if the County leased one-half of the building to them it would be necessary to find another entity that was compatible to lease the other half of the building. He explained there had been another small company that had indicated interest but when he called them to discuss the rental fee they had stated that \$4,000 a month was more than they were able to pay. Mr. Dusek suggested the County continue to advertise the leasing availability of the entire building while considering the option of leasing one-half of the building to this small recycling business. He stated he was working with the Warren County Economic Development Corporation on the marketing of the building. He mentioned the possibility of advertising the leasing availability of the building as a whole or half. A brief discussion ensued.

Mr. Loeb commented that the American Flag in front of the Municipal Center was too small for the height of the flag pole and the POW MIA (Prisoner of War/Missing in Action) Flag was tattered. Mr. Morehouse explained the American Flag was sent by the State for the Honor a Deceased Veteran Ceremony. He further explained that during the Ceremony, the Veteran's family was presented with a folded American Flag which was then raised on the County flag pole at the end of the Ceremony. He reported the solution was to install a shorter flag pole at the HSB for the Honor a Deceased Veteran Ceremonies as the State would not distribute larger flags for this purpose. Mr. Morehouse noted he had the appropriate sized flags for the Municipal Center flag pole and would commence using them once a flag pole was installed in front of the HSB which was appropriately sized for the flags utilized during the Honor a Deceased Veteran Ceremonies.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Loeb and seconded by Mr. Thomas, Mr. Girard adjourned the meeting at 12:42 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist